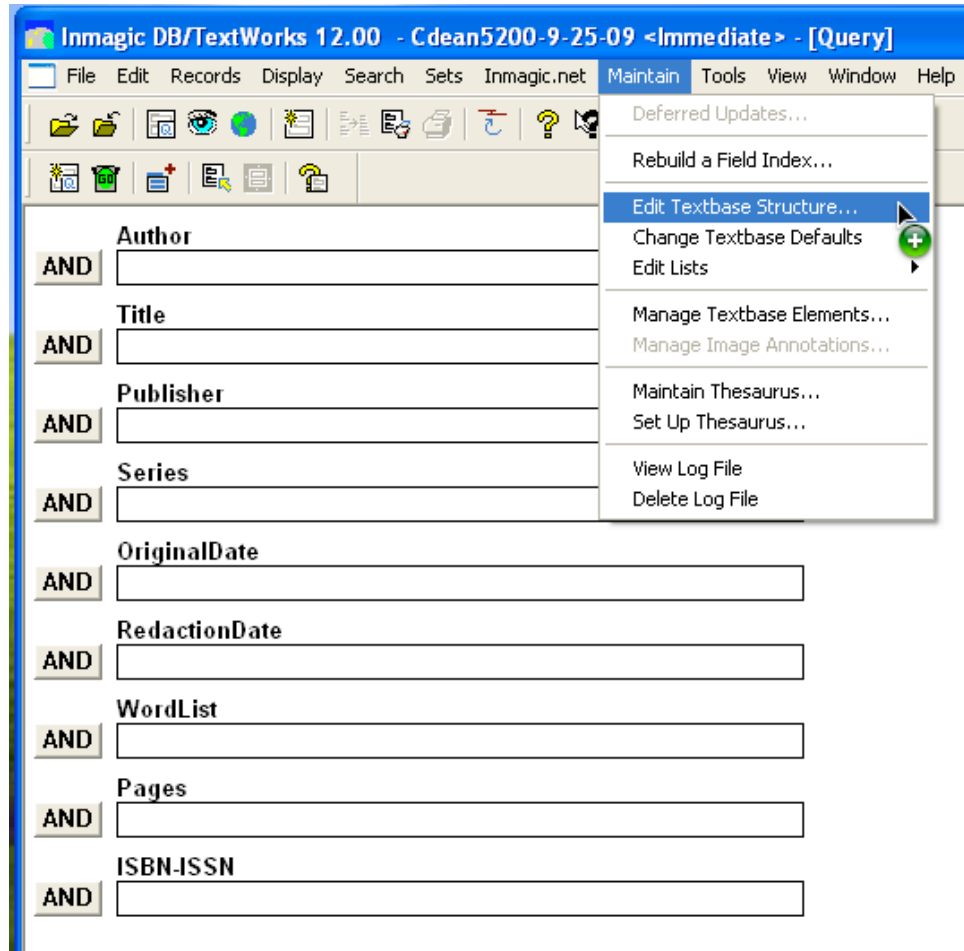


## Edit Textbase Structure.doc

1.

I have opened my file, Cdean5200-9-25-09. I will click on Maintain and scroll down to Edit Textbase Structure...



2.

Here (below) is what I see.

Inmagic DB/TextWorks 12.00 - Cdean5200-9-25-09 <Immediate> - [Query]

File Edit Records Display Search Sets Inmagic.net Maintain Tools View Window Help

**Edit Textbase Structure**

Fields:

Field	Type	Validation
Author	Text	TW Valid
Title	Text	T Valid
Publisher	Text	T Valid
Series	Text	T Valid
OriginalDate	Date	W Valid
RedactionDate	Date	W Valid
WordList	Text	TW Valid
MovieRelationship	Text	Valid
OtherRelations	Text	Valid

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED  
Modified: 9/30/2009 12:17:45 PM Maximum textbase users: 30

Textbase Options

Passwords... Stop Words... Log File... XML Match Fields...  
Sort Order... Leading Articles... Maximum Users...

**WordList**

AND

**Pages**

AND

**ISBN-ISSN**

AND

I can scroll down to see my last fields. I will click Edit Fields.

**Edit Textbase Structure**

Fields:

Field	Type	Validation
MovieRelationship	Text	Valid
OtherRelations	Text	Valid
Color	Text	Valid
ProductDimensions	Text	Valid
ShippingWeight	Text	Valid
Pages	Number	W Valid
ISBN-ISSN	Text	T Valid
WhereToBuy	Text	Valid
OriginalAttachments	Text	Valid

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED  
Modified: 9/30/2009 12:17:45 PM Maximum textbase users: 30

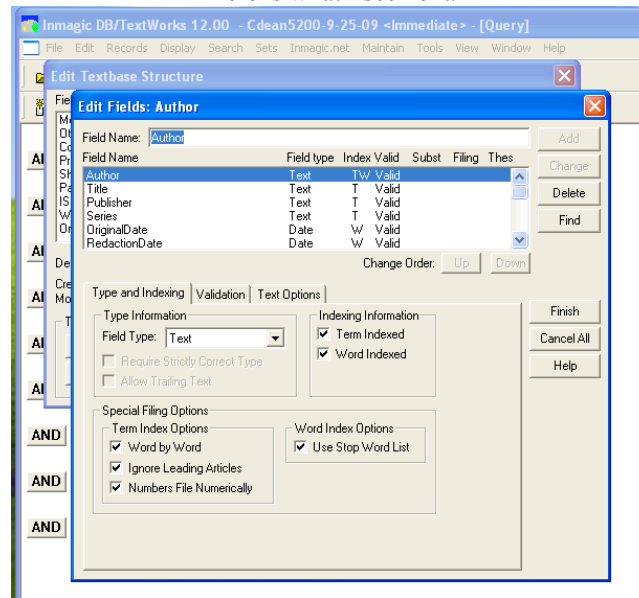
Textbase Options

Passwords... Stop Words... Log File... XML Match Fields...  
Sort Order... Leading Articles... Maximum Users...

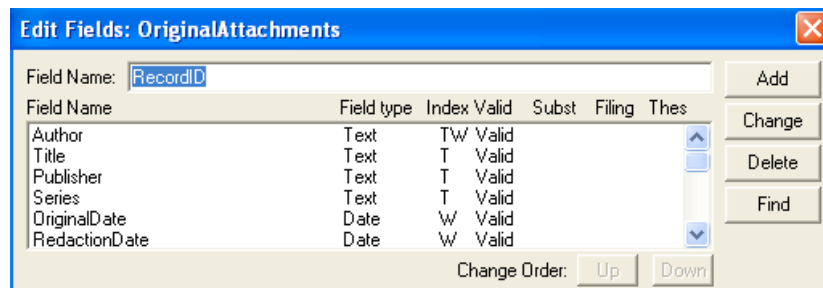
**WordList**

AND

Here is what I see next.

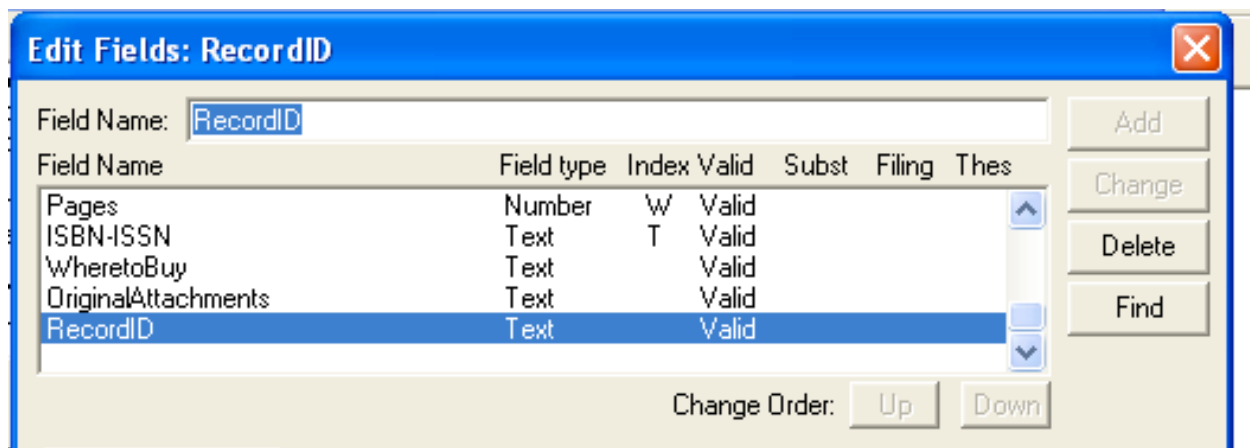


I will type RecordID in the FieldName. Then I will click Add.



You can see (below) that RecordID was added to the bottom of the list. RecordID adopted the attributes of OriginalDocuments (if I remember correctly) because I had clicked OriginalDocuments before creating the new field of RecordID.

Let's repeat the process, but with a slight change. (Some folks would call this recursion as opposed to mere iteration.)



This time I will click on Pages. Notice the Field type and Index Valid associated with Pages.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
Color	Text		Valid			
ProductDimensions	Text		Valid			
ShippingWeight	Text		Valid			
Pages	Number	W	Valid			
ISBN-ISSN	Text	T	Valid			
WhereToBuy	Text		Valid			

Now I will type RecordDate into the Field Name blank. And I will click Add.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
Color	Text		Valid			
ProductDimensions	Text		Valid			
ShippingWeight	Text		Valid			
Pages	Number	W	Valid			
ISBN-ISSN	Text	T	Valid			
WhereToBuy	Text		Valid			

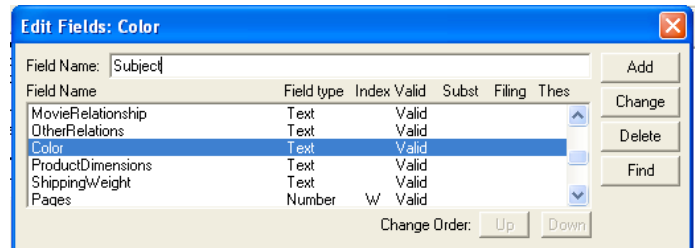
And now you can see (below) that RecordDate adopted the attributes of Pages. Now I want to add the field name of Subject.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
ISBN-ISSN	Text	T	Valid			
WhereToBuy	Text		Valid			
OriginalAttachments	Text		Valid			
RecordID	Text		Valid			
RecordDate	Number	W	Valid			

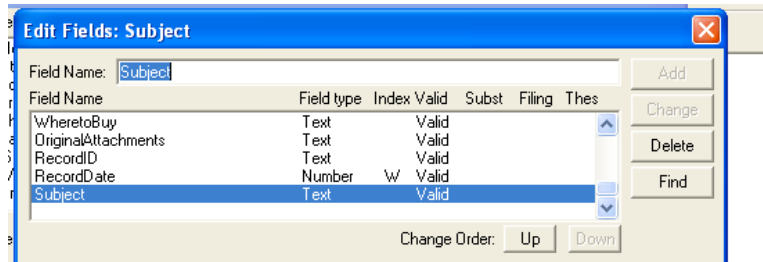
I will use Color as my model to copy this time.

Field Name	Field type	Index	Valid	Subst	Filing	Thes
MovieRelationship	Text		Valid			
OtherRelations	Text		Valid			
Color	Text		Valid			
ProductDimensions	Text		Valid			
ShippingWeight	Text		Valid			
Pages	Number	W	Valid			

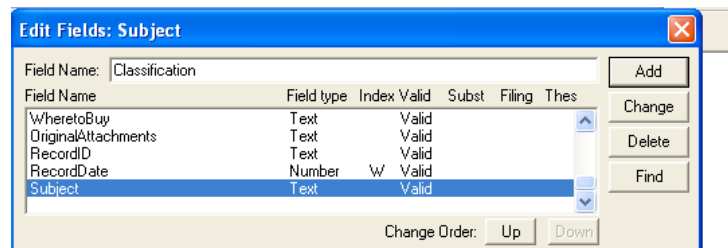
I will type in Subject, and I will hit Add.



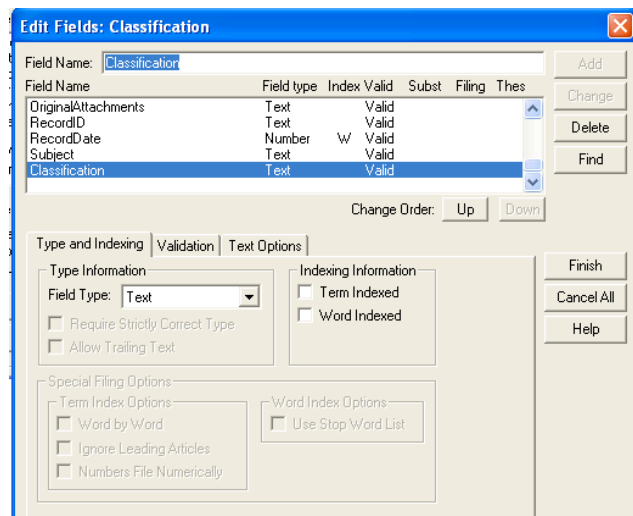
And now you can see how RecordID, RecordDate, and Subject have been added to the bottom of the list. I will add one more.



I will add Classification with Subject as the field to use as my model. I will click Add.



And here is what the bottom of the list looks like in the Edit Fields box. Presently the Type and Indexing tab is highlighted.



Now the Validation tab is highlighted (below).

**Validation**

**Entry Validation**

☒ Field Entry Required

☐ Unique Entries Only

☐ Single Entry Only

**Content Validation**

☒ No Content Validation

☐ Use Range and/or Mask

☐ Use Validation List [Edit List...](#)

☐ Use Thesaurus as Validation List

**Range and Mask**

Minimum:

Maximum:

Mask:

☐ User May Override Content Validation

☐ User May Update Validation List with Override Value

**Buttons:** Finish, Cancel All, Help

Now (below) the Text Options tab is highlighted.

**Edit Fields: Classification**

Field Name:

Field Name	Field type	Index	Valid	Subst	Filing	Thes
OriginalAttachments	Text		Valid			
RecordID	Text		Valid			
RecordDate	Number	W	Valid			
Subject	Text		Valid			
<b>Classification</b>	Text		Valid			

Change Order:

**Text Options**

**Substitution List**

☐ Use Substitution List [Edit List...](#)

**Thesaurus**

<none>

[Connect to Existing Thesaurus](#)

[Connect to New Thesaurus](#)

[Disconnect Thesaurus](#)

**Buttons:** Add, Change, Delete, Find, Finish, Cancel All, Help

Let's look at RecordDate. I want to change the Field Type from Number to Automatic Date.

**Edit Fields: RecordDate**

Field Name:

Field Name	Field type	Index	Valid	Subst	Filing	Thes
OriginalAttachments	Text		Valid			
RecordID	Text		Valid			
<b>RecordDate</b>	Number	W	Valid			
Subject	Text		Valid			
Classification	Text		Valid			

Change Order:

**Type and Indexing**

**Type Information**

Field Type:

☐ Require Strictly Correct Type

☐ Allow Trailing Text

**Indexing Information**

☒ Term Indexed

☐ Word Indexed

**Special Filing Options**

**Term Index Options**

☒ Word by Word

☐ Ignore Leading Articles

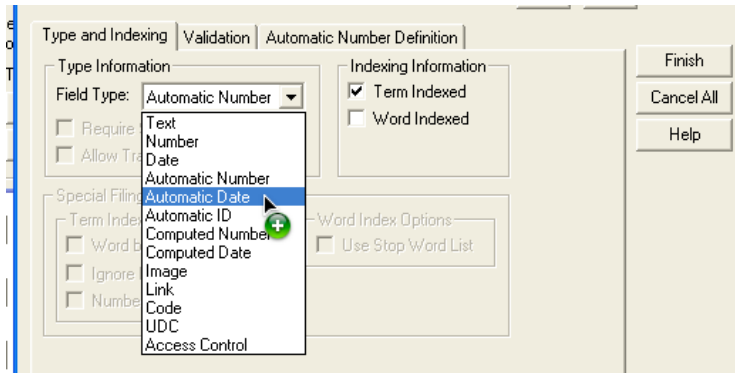
☒ Numbers File Numerically

**Word Index Options**

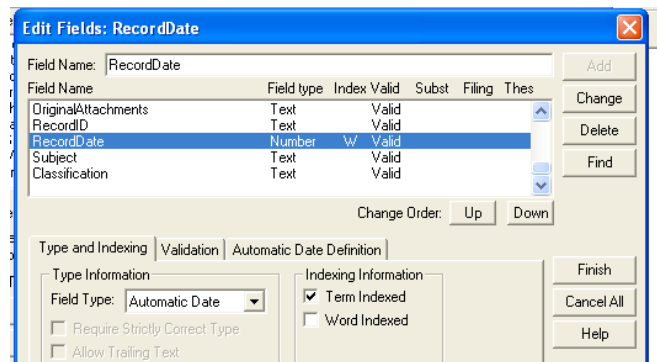
☐ Use Stop Word List

**Buttons:** Add, Change, Delete, Find, Finish, Cancel All, Help

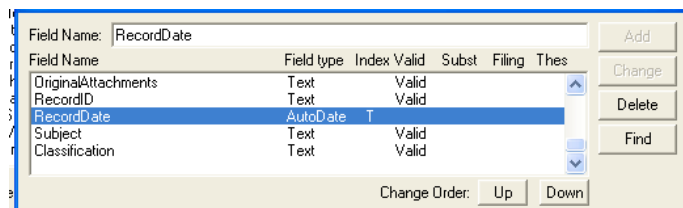
I will drag down to Automatic Date and release.



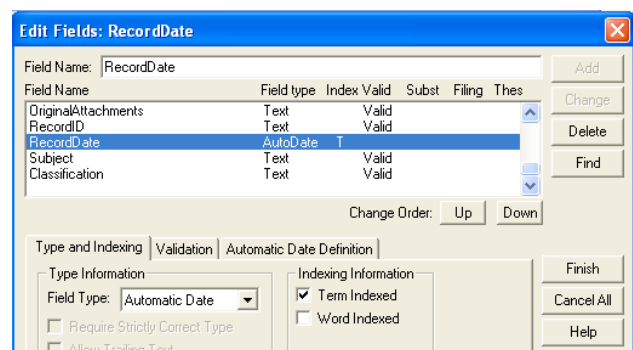
I will click the Change button (below), and ...



You can see the change (below).



Now I will hit the Finish button.



And here are my field, etc. I can scroll up and down.

